

# Checklist

Instructors can create checklists to highlight important aspects of their courses and students can use them as a guide for a specific assignment or for a specific unit in the course.

There are three steps in creating a Checklist. You must complete all three for students to view the checklist.

1. Create the Checklist.
2. Create a Category.
3. Create Items on the Checklist



## Creating a Checklist

1. On the checklists page, click on the **New Checklist** button.
2. On the **New Checklist** page, type the name of the checklist in the **Name** field
3. If desired, type a description in the **Description** textbox to identify the checklist contents.
4. Select the **Open this Checklist in a New Window When Viewed** checkbox, if desired, to allow users to view the checklist in a new window.
5. Click on the **Save** button to save the checklist.

## Adding a Category

After creating a new checklist, instructors create a new category.

1. On the **Edit Checklists** page, click on the **New Category** button.
2. Type a **Name** and, an optional **Description** for the category.
3. Click on the **Save** button to save the new category OR on the **Save and New** button to save it and create another one.

## Adding an Item

1. On the **Checklists** page, click **New Item** on the top tool menu.
2. On the **New Item** page, select a category for the item in the **Category** drop-down list. Each item must belong to a category.

To add a new category, click the **New Category** link. In the "New Category" pop up, type a **Name** and **Description** for the new checklist then click on the **Save** button.

3. Type the **Name** of the checklist.
4. Type the **Description** of the checklist, if desired.
5. To set a due date, select **Due Date** checkbox and type in the appropriate date and time.
6. To make the item visible in the calendar for users, select the **Display in Calendar** checkbox.
7. Click on the **Save** button to save the new item or on the **Save and New** button to save the current Item and create new Item.

## Previewing a Checklist as it would Appear to Users

- On the **Checklists** page, click the drop-down menu beside the checklist you wish to view and select **Preview in a New Window**.

## Editing a Checklist

After creating a checklist, instructors can edit the checklist to add items and categories to it.

1. On the **Checklists** page, click on the name of the checklist.
2. On the **Edit Checklist** page, make changes in the "Checklist Properties" area, or click on a category or item in their respective areas to edit those.
3. Click on the **Save** button when the editing process is complete.

## Defining Release Conditions on a Checklist

1. On the **Edit Checklist** page, click on the **Restrictions** tab.
2. Click the **Create and Attach** button to create a new release condition and attach it to the checklist OR click on the **Attach Existing** button choosing a previously created condition.
3. Choose whether access is dependent on meeting all or any of your conditions.
4. Click on the **Save** button. The checklist is now available to students based on the defined conditions.

## Editing a Checklist Category or Item

1. On the **Edit Checklist** page, click on the name of the checklist or category item.
2. Make the desired changes.

3. Click on the **Save** button.

## To Edit Multiple Checklist Items

1. On the **Edit Checklist** page, select the checkbox next to the items.
2. Click on the **Edit** icon on the **Categories and Items** list. 
3. On the **Edit Multiple Items** page, make desired changes to each of the items and click on the **Save** button.

## Deleting a Checklist

1. On the **Checklists** page, click on the **More Actions** drop-down menu and select **Delete** 
2. On the **Delete Checklists** page, delete a checklist by selecting the checkbox(es) next to the Checklist name(s).
3. Click on the **Delete Selected** button.

## Deleting a Category or Item

1. On the **Checklists** page, click on the appropriate checklist link.
2. On the **Edit Checklists** page, delete a category or item by clicking on the checkbox next to the category or item name.
3. Click on **Delete** 

## Reordering Checklists

1. On the **Checklists** page, click on the **More Actions** menu and select the **Reorder**  button.
2. On the **Reorder Checklists** page, change the values in the **Sort Order** field for the checklists.
3. Click on the **Save** button.

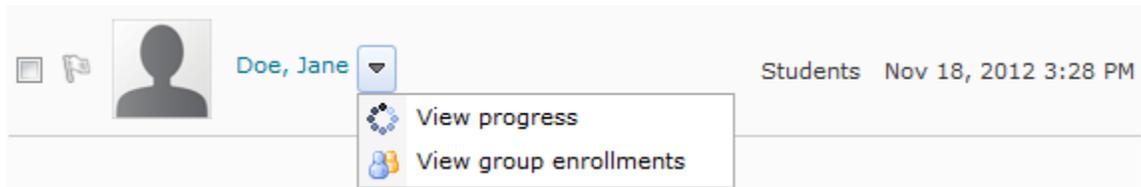
## Reordering Checklist Items and Categories

1. On the **Checklists** page, click appropriate checklist name.
2. On the **Edit Checklists** page, click on the **Reorder** button.
3. On the **Reorder Checklists** page, change the values in the **Sort Order** field for the checklist items or categories.
4. Click on the **Save** button.

## Viewing Student Progress

Once students have completed the checklist you can view their progress by completing the following steps:

1. In the Course Home page click the Classlist link in the red navigation bar.
2. Click on the User Progress icon.



3. If checklist is not selected, click on the Change button next to the word Tool.
4. In the drop-down menu choose Checklist.
5. Scroll down to the Checklist details to view the user's progress.

## Checklist - Student View

1. On the Course Home page, scroll down to the Role Switch tool.
2. Click on the **Current Role** drop down box, choose the student role.
3. Click on the Change Role button.
4. Click on the Checklist link in the red navigation bar.
5. Click on the Checklist link of choice. The student view will appear.

**Checklist Name**

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**Checklist Name**  
**Description**  
 Checklist Description

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**Category Name**  
 Category Description

**Item 1**  
 Item 1 Description

**Item 2**  
 Item 2 Description